23   GFS REPORT STANDARDS

23.1   GFS Report Standards Overview

This section provides the information on report generation by the GFS system.

Baseline GFS has more than 50 standard reports that contain information commonly used by many governmental entities. In addition to these standard reports, the State of Louisiana has written its own customized reports as well as adopted some of the baseline reports as LA customized reports to meet the reporting requirements of the State. However, Any information stored in the master tables or in any of the ledgers is available for reporting purposes.

Most reports can be requested at any time from the Data Center. However, a few are considered part of a specific processing sequence and are generally not requested at random. ISIS users may request a report from the OSIS Systems Administration by using the report ID. In most cases, the report request must also include "parameters" for the report. See the "Report Parameters" section in this manual, Section 23.5, for additional information.

23.1.1 ISIS Report Policies

The following policies apply to reports generated in ISIS:

·   OSIS publishes and maintains policies that provide report information.

·   All agencies must comply with report policies established by OSIS.   OSIS approves in writing any departure from these policies.

·   OSIS produces and distributes reports to authorized users. Refer to the frequency section of each report policy to see how often the report is generated. Reports are available through view on BUNDL and optionally through Hardcopy Print out the agencies' remote location.

·   Each report has a standard State of Louisiana header that consists of seven fields. Listed below is an explanation of these fields:

-        **Report ID**: Four-character alpha-numeric code. Report numbers will correspond to the program number that created the report. For additional information on report numbering standards, see Section 23.2.1 below, in this Manual.

-        **STATE OF LOUISIANA**

- **Page**: The report page number.

- **Run Date**: The date the report was run in DD/MM/YY format.

- **Report Title**: The report title.

- **Fiscal Year**: The reported fiscal year in CCYY (century/year) format.

- **Run Time**: The time the report was run in HH:MM:SS (hour/minute/second) format

- **Acct Period**: The reported accounting period in PP (period) format.

23.2 Report Numbering Standards Overview

This section provides report numbering standards to enable end users to identify the frequency, system, and number of the report, and not interfere with future releases of GFS software.

The establishment of new program/new report numbering standards was essential as not to impact delivered GFS baseline reports or future releases of GFS software. GFS uses a parameter table whose key, program ID is four characters. Due to this assignment, the following policy for report number identification is as follows:

23.2.1 Report Numbering Policies

The following policies apply when establishing report numbers:

- · Report numbers will correspond to the program numbers that created the report. This will assist system support staff in maintaining the system.
- · Program/report numbers will be assigned by OSIS personnel.

For example:

Report number **1G01**:

Frequency: 1 = Daily; 2 = Monthly; 3 = Quarterly; 4 = Annually; 5 = As Requested
|
| **System**: G = Core System; C = Cost Allocation; I = Inventory
| |
| | **Ascending Numbers** (characters also available)
| |
1   G   01

23.3 Month-end Reports Overview

The fiscal accounting year is divided into 13 monthly accounting periods with an additional 14th month accounting period used for year-end adjustments. Each month is closed on the third working day of the following month. At this time, the ledgers and tables are updated, history files created, year-to-date ledgers are updated and closed transaction records are purged. Monthly reports are also produced and distributed.

The following section, (Section 23.5) provides a listing of ISIS month-end reports.

23.4 Report Parameters Overview

Report parameters tailor the report to the end users' specifications. They generally define a date range that is to be reported on.

There are three ways that report parameters are handled in GFS.

1.   For some reports, users must supply report parameters to the OSIS system Administration personnel when the report is requested.   System Administration personnel will insert the parameters in the proper place in the computer jobstream. When the job is run, it will update the LGFS Dates (LDAT) table with the provided report parameters.

2.   For the automated disbursement reports 1906 and 1907, (Scheduled and Unscheduled Payment Turnaround Reports) the same procedures as described above are followed, except that the Automated Disbursement Parameter (ADIS) table will be updated instead of the LGFS Dates (LDAT) table.   System Admin/OSRAP will be responsible for the completion of the Automated Disbursement Parameter (ADIS) Table.

3.   A few report jobs do not update the LGFS Dates (LDAT) table. These are reports with parameters that will not change often. For example, the table reports use only the "USER-NAME" parameter, which should never change.

       For most of the report jobs that do not update the LGFS Dates (LDAT) table, one must make sure that the proper line exists in the table with the required parameters. The LGFS Dates table may be updated online, with the MTI facility. The table access code is LDAT.

One of the following must exist in the table for these report jobs to execute successfully:

1.   A line whose key is the report ID, or

2.   A line whose key is "***ALL**," which is a default line.

"***ALL**" is a default program ID. When an activity runs, if it can not find its program ID in the LGFS Dates (LDAT) table, it will use parameters from the *ALL line. In general, *ALL is recommended for reports that use only the "USER-NAME" and perhaps a fiscal year parameter. Using *ALL is easier than using the individual report IDs. The report IDs can be used on an "exception" basis.

The activity will only look at the fields in the *ALL line that it needs. For example, there is no harm in including the budget preparation year on the *ALL line, even if reports that do not require the budget preparation year will be using the *ALL line.

23.4.1 Specifying a Date Range Procedures

When the parameters are specifying a date range (usually using the "FROM DATE" and "TO DATE" parameters), the following rules apply:

1.   The dates provided are inclusive. For example, if July 1 is the "FROM DATE" and July 31 is the "TO DATE," the report will include transactions from July 1 and July 31, as well as all the dates in between.

2.   To specify a single day, make the "FROM DATE" and the "TO DATE" equal.

3.   Open-ended selection is permitted by leaving the "FROM DATE" or the "TO DATE" blank. For example, if the "FROM DATE" is blank, transactions are selected with dates less than or equal to the "TO DATE." If both parameters are blank, all transactions are selected.

       Date selection is usually based on transaction date, which is the "DATE-OF-RECORD"

field in the ledgers.

For all of the above dates, use "YYMMDD" format. Use this format whether parameters are provided to the Data Center operator to put in the jobstream, or if the LGFS Dates (LDAT) table is updated online by the end user.

23.4.2 LGFS Dates (LDAT) Table Overview

Many system programs are controlled by user-provided date information. For example, the monthly closing programs must be provided with the accounting period that should be closed. Also, many reporting programs must be provided with a range of dates specifying the reporting period. This outside information is called "parameter data." The GFS programs expect to find parameters in the LGFS Dates (LDAT) table. The program ID field in the LDAT table tells the system which program should use the parameters on that line.

NOTE: Only offline programs use the LGFS Dates (LDAT) table. Most dates information required by the online document processors is coded on the input forms. The only outside date that they need is the current date, which is always internally available to the computer (the system run date). Also note that the automated disbursement process does not use this table. It uses the Automated Disbursements Parameter (ADIS) table instead. For additional information related to the ADIS table, see Section 10.18.2 of this manual.

23.4.2.1 LGFS Dates (LDAT) Table (Screen print and field descriptions)

A screen print of the LGFS Dates (LDAT) table is pictured below, and field descriptions follow.

**LGFS Dates
Table (LDAT)**

```
   ACTION: . TABLEID: LDAT USERID: ........

LGFS DATES TABLE
KEY IS PROGRAM ID
01-
    PGM ID: ....
    CURR ACCTG PERIOD: .. . ..   PREV ACCTG PERIOD: .. . ..
     CURR PLAN PERIOD: ..          NEXT PLAN PERIOD: ..
     BUDGET PREP YEAR: ..        BUDGET FY: ..    PRIOR FISC YEAR: ..
            FROM DATE: .. .. ..          TO DATE: .. .. ..
    USER NAME: ..............................
    MISC PARM: ........................................................
02-
    PGM ID: ....
    CURR ACCTG PERIOD: .. . ..   PREV ACCTG PERIOD: .. . ..
     CURR PLAN PERIOD: ..          NEXT PLAN PERIOD: ..
     BUDGET PREP YEAR: ..        BUDGET FY: ..    PRIOR FISC YEAR: ..
            FROM DATE: .. .. ..          TO DATE: .. .. ..
    USER NAME: ..............................
    MISC PARM: ........................................................
```

The field descriptions of the LGFS Dates (LDAT) table are as follows.

Purpose   Many system programs are controlled by user-provided dates information. For example, the monthly closing programs must be provided with the accounting period that should be closed. Also, many reporting programs must be provided with a range of dates specifying the reporting period. This outside information is called parameter data. The GFS programs expect to find parameters in the LGFS Dates (LDAT) table. Appropriate sections throughout this manual tell you when parameters are required and which ones are required.

The program ID field in the table tells the system which program should use the parameters on that line. For example, the line that specifies parameters for report 1G00 will have a program ID of "**1G00**".

*ALL is a default program ID. When a program runs, if it can not find its program ID in the LGFS Dates Table, it will use parameters from the *ALL line. In general, *ALL is recommended for reports that use only the USER-NAME and perhaps a fiscal year parameter. Using *ALL is easier than using the individual report Ids.

The program will only look at the fields in the *ALL line that it needs. For example, there is no harm

in including the budget preparation year on the *ALL line, even if reports which do not require the budget preparation year will be using the *ALL line.

Note that only offline programs use this table. Most dates information required by the online document processors is coded on the input forms. The only outside date that they need is the current date, which is always internally available to the computer (the machine run date).

Also, note that the automated disbursement process does not use this table. It uses the Automated Disbursements Parameter (ADIS) table instead.

The following screen display of the LGFS Dates (LDAT) table contains the beginning character position of each field.

Maintenance Notes   GFS uses two methods for updating this table. They are:

1.   The table can be updated online just like all the other tables. In the standard delivered version of GFS, this method is used only for programs whose parameters are not expected to change from run to run. In general, it is used mostly by report programs that require only the USER-NAME parameter.

2.   The table can be updated by the computer job that executes the program. In the standard delivered version of GFS, this method is used for most programs. The appropriate parameters must be provided to the computer operators, who will insert them in the computer job (in the JCL) that executes the program. The jobs are written to first delete the existing entry in the table, and then create a new entry using the provided parameter data.

To specify parameters when the second method is required, you should:

1.   Look in the appropriate chapter of this manual to see which parameters are required by the program.

2.   Fill out the LGFS Dates Table Maintenance Form with the appropriate information.

3.   Turn in the Maintenance Form to the computer center when you submit your request for the job.

Whenever parameters are described throughout the rest of this manual, the updating method expected by

the standard delivered version of GFS is also specified.

Note: If the delivered JCL has been changed at your installation, the updating method may be different.

As indicated above, you are recommended to keep a default "***ALL**" line in the table. It should contain at least the USER-NAME and FISCAL-YEAR parameters.

Notes: All dates entered online in the LGFS Dates Table should be entered in **YYQMM** and **YYMMDD** format. All dates provided in-stream in the JCL should also be entered in **YYQMM** and **YYMMDD** formats.

23.5 ISIS Report List Overview

This section provides a list of reports generated in ISIS by Report ID and Report Name.

ISIS DAILY REPORTS LISTING

FUNCTION AREA	REPORT ID #	REPORT NAME
Accounts Payable	1G00	Aged Open Payment Vouchers Payable Report
General Ledger	1G01	Fund Ledger Summary Table
General Systems	1G02	Out of Sync CASH/BBAL Table Report
General Ledger	1G03	Daily Bank Ledger in Detail
General Ledger	1G04	Treasurer Payments Report
Accounts Payable	1G05	Interagency Bill Notice
Accounts Payable	1G06	Scheduled Payment Turnaround Report
Accounts Payable	1G07	Unscheduled Payment Turnaround Report
General Ledger	1G08	Detail Transaction Listing
General Ledger	1G09	Suspense Control by Payment System Fund and Fund
General Ledger	1G10	Control Record Validation Report
General Ledger	1G11	Input Validation Report for J5 Transations
General Ledger	1G12	Daily Balances in Detail Report
General Ledger	1G13	System Balancing Proof
General Ledger	1G14	Cash Overrun Report
Accounts Payable	1G15	Lien/Levy Exception Report
Accounts Payable	1G16	Open Accounts Payable by Due Date Report
Accounts Payable	1G18	Daily Check Register
Accounts Payable	1G19	Check Register Over One Million Dollars
General Ledger	1G20	Detailed GL Internal Consistency Report (SA1)
General Ledger	1G21	Out-of-Sync Listing
Accounts Payable	1G23	AD Voucher Selection Exceptions Report
Accounts Payable	1G24	Discounts Taken/Lost Report For Automated Disbursement
Accounts Payable	1G25	EFT Sched Paymt Turnaround Rept
Accounts Payable	1G26	EFT Unsched Paymt Turnaround Rept
Accounts Payable	1G27	EFT Voucher Select Exceptions Rept
Accounts Payable	1G28	EFT Discounts Taken/Lost Report For Funds Transfered
Accounts Payable	1G29	Voucher Payment Electronic Funds
Accounts Payable	1G30	EFT Voucher Not Paid Report
Accounts Payable	1G31	EFT Tape Register
Accounts Payable	1G32	Prenote Selection Logic
Accounts Payable	1G33	Outstanding Checks Report
Accounts Payable	1G34	Cash Disbursement Register

ISIS DAILY REPORTS LISTING

FUNCTION AREA	REPORT ID #	REPORT NAME
Inventory	1I03	Inventory Management Report
Inventory	1I05	Stock Movement Report
Inventory	1I07	Inventory Pick and Issue Order
Inventory	1I08	Replenishment Review
Inventory	1I09	Inventory Over-the-Counter for Receipt

ISIS MONTHLY REPORTS LISTING

FUNCTION AREA	REPORT ID #	REPORT NAME
Cost Allocation	2C00	Cost Allocation Pool & Base Summary Report
Cost Allocation	2C01	Pool Base Exception by Group and Step
Cost Allocation	2C02	Pool Base Definition Report (Validation/Final)
Cost Allocation	2C03	Cost Allocation Detail Report
Cost Allocation	2C04	Cost Allocation
Cost Allocation	2C05	Cost Allocation FX Generation Error Report
Budget Control	2G00	Expired Organization Responsibility Report
General Ledger	2G01	Fund General Ledger Trial Balance
General Ledger	2G02	Agency Transaction Listing
General Ledger	2G03	Agency Warrants Listing
General Ledger	2G04	Balance Sheet
General Ledger	2G05	Income Statement of Revenues and Expenditures/Expenses
General Ledger	2G06	Administrative Fund Trial Balance Report
General Ledger	2G07	Fund Ledger in Detail
General Ledger	2G08	Monthly Interest Allocation
General Ledger	2G09	Receipts/Disbursements by APPR, FY for all funds
General Ledger	2G10	Receipts/Disbursements by FYand APPR
General Ledger	2G11	Count of T/C DS & Deposit Items by Bank/Bank Acct
General Ledger	2G12	Count of T/C DS and Deposit Items by Agency
General Ledger	2G13	Monthly Bank Ledger in Detail
Budget Control	2G14	Program Organization Responsibility Report
Budget Control	2G15	Appropriation Report by Agency
Budget Control	2G16	Louisiana Organization Responsibility Report
General Ledger	2G17	Revenue Summary Report-Current Year and Prior Year
Budget Control	2G18	Fund Reconciliation Summary Report
Accounts Payable	2G19	Monthly Check Register
Grants	2G20	Reporting Category Expenditure Summary Report
Grants	2G21	Reporting Category Revenue Summary Report
Grants	2G22	Reporting Category Transaction Detail Report
General Ledger	2G23	Pend Transactions in SUSF/In Excess of 90 Days
Projects	2G25	Project Obligations Summary Report
General Ledger	2G26	Unclassified Deposit Summary-By Agency
Projects	2G27	Project Transaction Detail Report
Projects	2G28	Projects by Agency
General Ledger	2G29	Statement of Fund Transfers Without Warrants
General Ledger	2G30	Statement of Fund Transfers With Warrants
General Ledger	2G31	Treasurer's Special Revenue Report
General Ledger	2G32	Organizational Structure Consistency Rep
General Ledger	2G33	LA Organizational Structure Consistency Rep
Projects	2G34	Non-Payable Project Number Listing
General Ledger	2G35	Open Deposits Exception Report
General Ledger	2G36	Detail Transaction Register

ISIS MONTHLY REPORTS LISTING

FUNCTION AREA	REPORT ID #	REPORT NAME
General Ledger	2G37	Receipts & Disbursements by Cash Account Report
General Ledger	2G38	Receipts and Disbursements by Cash Acct/for Group Code +9
General Ledger	2G39	Deposit Summary
Projects	2G40	Capital Outlay Appropriation Report and History Report
General Ledger	2G41	Cash Disbursement Register
Inventory	2I00	Forecast Demand and Actual Item Usage and History Report
Inventory	2I01	Inventory Price List by Part Number and Stock Item Number
Inventory	2I02	Inventory Price List by Stock Item Number

ISIS QUARTERLY REPORTS LISTING

FUNCTION AREA	REPORT ID #	REPORT NAME
Accounts Payable	3G00	Backup Withholdings Report

ISIS ANNUAL REPORTS LISTING

FUNCTION AREA	REPORT ID #	REPORT NAME
Accounts Payable	3G00	Backup Withholding Report
Cost Allocation	4C00	Count of Transactions by Agency
Accounts Payable	4G00	1099 Vendor Listing Report
Accounts Payable	4G01	Form 1099 Turnaround Report
Accounts Payable	4G02	Adjusting Transactions by Vendor
Accounts Payable	4G03	Payment for Delivery Dates on or Before 6/30-
General Ledger	4G10	Specific Revenue Source Balances by Agency
General Ledger	4G14	Liquidation of Accounts Payable/Credit Memo ErrorReport
General Ledger	4G15	GFS Prior Year Encumbrance Status Report
General Ledger	4G16	Prior Year Revenue and Expenditure Adjustments
General Ledger	4G17	Prior Year Revenue by Fund
General Ledger	4G18	Prior Year Revenue by Agency
General Ledger	4G19	Warrant Activity by Fund
General Ledger	4G20	Warrant Activity by Agency
General Ledger	4G24	Current Year Revenue by Agency
General Ledger	4G25	Current Year Revenue by Fund
General Ledger	4G31	Schedule 1 General Operating Appropriation Funds
General Ledger	4G32	Schedule 3 Schedule of Appropriated Revenue By Type
Revenue/GL	4G33	Schedule 4 Schedule of Non-Appropriated Revenue
General Ledger	4G34	Statement A Combined Balance Sheel - All Appr. & Non-Appr. Fund
General Ledger	4G35	Statement B Combined Statement of Revenues - Exp. or Chgs in Fund
General Ledger	4G36	Statement A Proprietary Funds
General Ledger	4G37	Statement B Proprietary Funds
Inventory	4I02	Inventory Replacement Cost Warehouse
Inventory	4I03	Inventory Account Balances-Consumption Method

ISIS "AS-REQUESTED" REPORTS LISTING

FUNCTION AREA	REPORT ID #	REPORT NAME
Projects	5G00	Project Funding for Non-Payable Projects Report
Projects	5G01	Project Funding for and Revenue Summary Report
General Systems	5G02	Security Log Report
General Systems	5G03	Approval Log Report (ALOG)
General Systems	5G04	Override Log Report (OLOG)
General Systems	5G05	Approval Exception Report
General Systems	5G06	System UserID Listing by Agency Report
General Systems	5G07	UserID by Security Group Report
General Systems	5G08	Transport and Form Entries by Security Group
General Systems	5G09	User ID Listing by Application Group
General Systems	5G10	Security Log by UserID Report
General Systems	5G11	Security Log by Error Code
General Systems	5G12	WHOM Table Security Report
General Ledger	5G13	Balance of Cash in Bond Issues
General Ledger	5G14	Balance of Cash in Bond Issues by Series
General Ledger	5G15	Organization by Appropriation
General Ledger	5G16	LA Organization Responsibility Structure
General Ledger	5G17	Program Responsibility Structure
General Ledger	5G18	Fund Structure (OSRAP/State Treasurer) Report
General Ledger	5G19	Appropriation Structure Report
Accounts Payable	5G20	Vendor Table Report by Vendor Code
General Ledger	5G21	Total Count of T/C 120/940 Documents (Legislative Auditors)
General Ledger	5G22	6/30 - 8/14 Payables Adjustments Report T/C 127/128 Entries
General Ledger	5G23	Inter Bank Transfers Report Total Count of 185 Entries
General Ledger	5G24	Transaction Listing T/C 146/147 by Dollar Amount
General Ledger	5G25	PY Classification of Deposits on File as of 6/30
General Ledger	5G26	Bank Ledger Debit Cash Entries by Doc Number Report
General Ledger	5G27	Income Not Available by Agency Report
General Ledger	5G28	6/30 to 8/14 Encumbrance Detail Report
General Ledger	5G29	Expenditures by Agency for Census Bureau
General Ledger	5G30	Revenues by Agency for Census Bureau
Projects	5G31	Project Purge Report
Projects	5G32	Current Year Budget - Agency
Projects	5G33	Current Year Budgey - Fund
Projects	5G34	Fund Structure by Cash Account
Inventory	5I00	Physical Inventory Count Cards
Inventory	5I01	Physical Inventory Discrepancy Report
Inventory	5I02	ABC Analysis Report
Inventory	5I03	Lead Time Report
Inventory	5I04	ABC Classification Report
General Systems	DB2LOG	Platinum DB2 Log Analyzer
General Systems	LOGREP1	Audit Trail Report

ISIS/OSRAP AD HOC REPORTS LISTING (EXAMPLES ONLY)

FUNCTION AREA	REPORT ID #	REPORT NAME
Budget Control	0000	Receipts/Disb/Payable/FACS Cash/TRACS Rept
Budget Control	0000	Operating Appropriation w/Negative Treasury Rep
Budget Control	0000	Total Cash & Payable by Agency for All
Budget Control	0000	Funds & Expend Anal for FACS by Appropriation
Budget Control	0000	Funds & Expend Anal for FACS by Dep
Budget Control	0000	Funds & Expend Anal for FACS/SW Summary
Budget Control	0000	Funds & Expend Anal for Non-FACS by Approp
Budget Control	0000	Funds & Expend Anal for Non-FACS by Dep
Budget Control	0000	Funds & Expend Anal for Non-FACS by SW Summary
Budget Control	0000	Funds & Expend Anal for Non-FACS/Non-Dep/Appr
Budget Control	0000	Funds & Expend Anal for Non-FACS/Non-Dep/Dep
Budget Control	0000	Funds & Exp Anal for Non-FACS/Non-Dep/SW Summ
General Ledger	0000	1001 Seeds by Agency and Cost Center
General Ledger	0000	Current Cash for FACS Approp/Fund-SubFund
General Ledger	0000	Current Cash for FACS Approp/Group/Coll Ctr
General Ledger	0000	Available Cash by Fund
General Ledger	0000	Cash in Suspense
General Ledger	0000	LOTUS 123 File of Total Cash/Fund Subfund
General Ledger	0000	Projectable Maj State Revs by Type/Coll Ctr
General Ledger	0000	Projectable Maj State Revs by Dept & Type
General Ledger	0000	Minority/Women-Owned Business Report
General Ledger	0000	Aid to Local Government Report
General Ledger	0000	Bond Payments
General Ledger	0000	Prior Year Expenditure Adjustments
General Ledger	0000	Payments for Delivery Date Before 6/30
General Ledger	0000	Bond Expenditures by Detail (Yearly Showing Daily)
Accounts Payable	0000	Open A/P by Due Date/AGCY Exception Trans
Accounts Payable	0000	LOTUS 123 PRN File for Open A/P/Due Date
Cost Allocation	0000	Cost Allocation Statistical Report
Cost Allocation	0000	Division Expenditures

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